



# BENJAMIN LEE

## Managing Attorney

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Accomplished Managing Attorney with over 7 years of extensive experience in legal leadership and operational management. Expertise in formulating strategic initiatives that drive compliance and enhance client representation. Dedicated to fostering a culture of excellence, delivering impactful legal solutions while upholding the highest ethical standards.

### WORK EXPERIENCE

#### Managing Attorney

Seaside Innovations

📅 Feb / 2021-Ongoing

📍 Santa Monica, CA

1. Consulted for insurance companies and government agencies to optimize legal strategies.
2. Performed detailed audits of legal bills exceeding \$20 million, ensuring compliance and transparency.
3. Authored over 75 comprehensive consultant reports with actionable recommendations.
4. Negotiated invoice reductions between clients and attorneys, achieving significant cost savings.
5. Developed litigation management guidelines that enhanced operational efficiency.
6. Draft and review legal documents, including contracts, pleadings, and motions.
7. Supervised in-house counsel and managed relationships with contracted law firms.

#### Managing Attorney

Summit Peak Industries

📅 Feb / 2018-Feb / 2021

📍 Denver, CO

1. Conduct in-depth legal research and prepare cases for various litigation scenarios.
2. Ensure adherence to billing guidelines and implement HIPAA compliance measures.
3. Analyze contracts and applicable statutes, providing strategic recommendations.
4. Create and enforce internal policies and guidelines for legal teams.
5. Manage and mentor support staff, fostering professional development.
6. Advise clients in consumer law, contract disputes, and family law matters.

### EDUCATION

#### Juris Doctor

Harvard Law School

📅 Feb / 2015-Feb / 2018

📍 Santa Monica, CA

Completed rigorous legal training with a focus on litigation and regulatory law.

### SKILLS

Trial Preparation

Client Advocacy And Representation

Mediation Skills

Legal Research

Client Advocacy

### INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

### STRENGTHS

📋 Stewardship

👥 Teamwork

🔗 Tenacity

👁 Vision

### LANGUAGES



English



Mandarin



Polish

### ACHIEVEMENTS

★ Successfully negotiated a 30% reduction in legal costs for clients through strategic invoice management.

★ Developed comprehensive legal expense management guidelines adopted by multiple corporate clients.

★ Led a team that achieved a 95% success rate in litigation outcomes over three consecutive years.